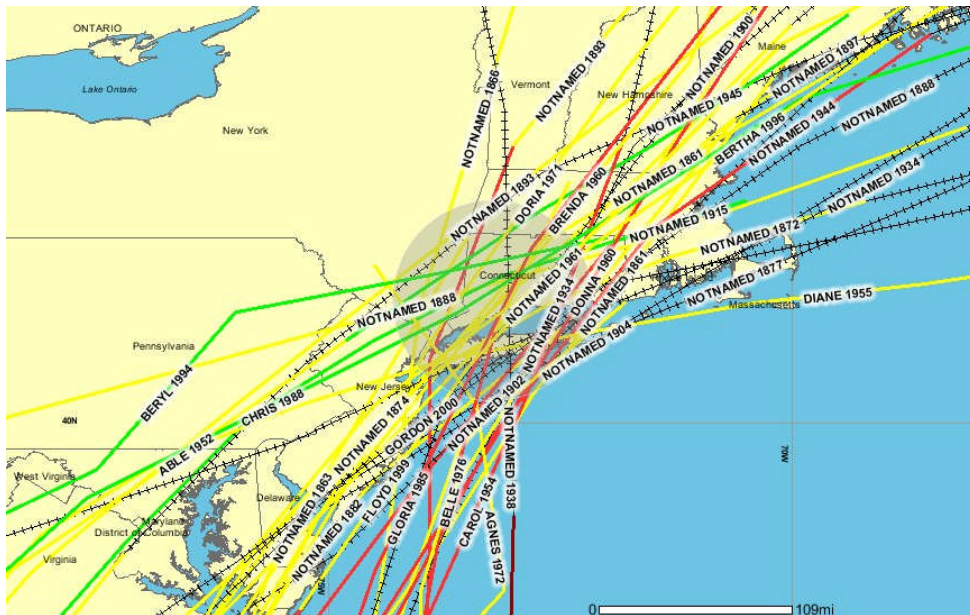


ANNEX H, APPENDIX 1 DRAFT

HARTFORD EMERGENCY PROCUREMENT GUIDE



September 2008

HARTFORD EMERGENCY PROCUREMENT

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Hartford Emergency Procurement Guide

This information is available the City of Hartford's website at <http://www.hartford.gov/purchasing/Policy.htm>. If time permits when there is an anticipated catastrophe, we suggest that this information be printed prior to the occurrence. Hyperlinks are throughout this document and it is suggested that each be linked and printed.

FEMA Reimbursement Information

If FEMA will be involved in reimbursement of costs, the following may apply:

- FEMA maintains a list of maximum allowable costs for reimbursement. Information is available at <http://www.fema.gov/government/grant/pa/eqrates.shtm>. FEMA restrictions will apply for reimbursement eligibility.
- FEMA recognizes other cooperative agreements between Federal, State and Local governments. Preferences should be given to local contractors where practicable.
- Photos will help support reimbursement applications.
- FEMA requires that some type of competition take place, and that prices are fair and reasonable.
- FEMA considers rental over purchase of large equipment to satisfy emergency needs.

Contact Phone Number: 1-800-621-FEMA (1-800-621-3362); Website: <http://www.fema.gov>

Price gouging is prohibited during a State of Emergency and penalties will be imposed in accordance with Connecticut laws (Annotated Statutes, 2006, Section entitled "Profiteering" § 42-230 – 42-234).

Procurement Services

Procurement Manager: Mark C. Turcotte
Main Office Number: (860) 757.9610
Nextel Cell Phone: (860) 706.7892
Website: <http://www.hartford.gov/purchasing/Default.htm>

Definition of Emergency Conditions

An emergency condition is a situation, which may create a threat to public health, welfare, or safety such as, may arise by reason of floods, epidemics, riots, equipment failures, or such other reason as may be proclaimed by the Mayor. The existence of such condition creates an immediate and serious need for supplies, services, or construction that cannot be met through normal procurement methods and lack of which would seriously threaten:

- (a) the functioning of City government;
- (b) the preservation or protection of property; or
- (c) the health or safety of any person.

Two types of emergencies

- Usual Emergencies (brought about during the normal course of business); and
- Catastrophic Emergencies (when the City's Emergency Operations Plan (EOP) is activated).

Usual Emergencies

These types of emergencies are to be handled in accordance with the City's Ordinance, and Regulations. Policy and documentation form is available from:
<http://www.hartford.gov/purchasing/Policy.htm>.

The Procurement Manager or designee may make or authorize others to make an emergency procurement when there exists a threat to public health, welfare, or safety under emergency conditions provided that such emergency procurement are made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file.

Scope of Emergency Procurement

Emergency procurement shall be limited to those supplies, services, or construction items necessary to meet the emergency.

Authority To Make Emergency Procurement

In addition to those made by the Procurement Manager or designee, any Department Head or their designee may make emergency procurement when an emergency condition arises and the need cannot be met through normal procurement methods, provided that whenever practical, approval by the Procurement Manager or his/her designee as well as a certification of funds available shall be obtained prior to the procurement.

Funding certification shall be applied for as soon as possible if not practical prior to the procurement.

Source Selection Methods

General. The procedure used shall be selected to assure that the required supplies, services, or construction items are procured in time to meet the emergency. Given this constraint, such competition as is practical shall be obtained. Written bids or quotes either written, emailed, or faxed are preferred. Contingent on the emergency conditions, telephone quotations are acceptable provided a detailed written record is made.

FEMA expects that all purchases will follow the local (Hartford) purchasing rules and regulations. Failure to follow these procedures may jeopardize federal reimbursement.

After Unsuccessful Competitive Sealed Bidding -- Competitive sealed bidding is unsuccessful when bids received pursuant to an Invitation for Bids are unreasonable, noncompetitive, or the low bids exceed available funds as certified by the Finance Director, or the time or other circumstances will not permit the delay required to re-solicit competitive sealed bids. After an unsuccessful attempt to use competitive sealed bidding, an emergency procurement may be made.

Determination and Record of Emergency Procurement

Record. An Emergency Purchase Order (see Requisitioning Goods and Services in Response to an Emergency below) is to be issued as soon as practicable and shall set forth:

- (a) the Contractor's name;
- (b) the amount and type of the contract;
- (c) a detailed listing of the supplies, services, or construction procured under the order;
- and
- (d) any competitive pricing obtained.

Determination. The requisitioning agency responsible for procurement shall make a detailed written determination stating the basis for an emergency procurement and for the selection of the particular contractor. Such determination shall accompany the Emergency Purchase Documentation Form.

Catastrophic Emergencies

These kinds of emergencies may be handled differently only when the Emergency Operations Plan is activated. The following information will help you make decisions to satisfy your immediate needs. Keep in mind that City employees must balance appropriate disaster response, prudent use of taxpayer's money and protect the City's ability to apply for Federal reimbursement.

Purchases made for such emergencies must be well documented; to include a clear description of what was purchased, how/where it was used, quote received, receipts, invoices, purchase orders, rental agreements, etc. This is critical as it will serve as a basis for settlement of claims and will support the City's request for supplemental federal assistance.

Contract Information

- Procurement Services has contracts in place for many goods and services and should be utilized whenever practical. Disaster response related contracts can be found by searching the Procurement Calendar by the key word “emergency.” Over time we will increase the number of disaster response related contracts and associated details such as:
 - Contractor’s name and emergency primary/alternate phone numbers/email addresses (These emergency contact numbers may be owner’s and/or employees’ personal cell and home phone numbers, which are to be used only during an emergency situation, outside of normal business hours.)
 - The contractor’s normal hours of operation
 - Whether contractor can provide products and services outside of their normal hours of operation, and if their contract prices will apply
 - Information on alternate shipping locations, if they exist, to provide product if their facility is rendered inoperable
 - Location of facility from which supplies/services will be provided
 - Any special requirements by contractor
- If none of the existing contracts satisfy your needs, you must attempt to obtain telephone or fax bids depending on your capabilities at the time. Maintain files for each procurement (single or multiple items) and document your efforts. An example of documentation is: “Obtained telephone or fax bid from Company A, Company B, and Company C (which are all bona fide providers of Product or Service X). Awarded to the lowest bidder.” If you do not award to the lowest bidder state reason for how the selection was made. This type of file documentation is important when applying for FEMA reimbursement.

Staff will be available at the Procurement Services to assist you with your procurement needs. The phone number is (860) 757.9610.

Contract Supplier Information

Contract suppliers may be in area(s) impacted by a disaster. When this happens, Procurement Services will attempt to contact each contractor for alternate suppliers, distributors, telephone numbers, contact names, and relevant information. This information will be sent to all agencies using the best method available at the time.

Steps to take prior to an emergency

- Pre-buy supplies, medicines, materials, batteries, generators and equipment believed to be needed to sustain your program of operation
- Download and print back-up paper documents for use during and after disasters when mainframe systems are unavailable (i.e., this document, the Provisional Purchase Order form, and appropriate contract contact information)
- Maintain lists of procurement personnel with emergency contact information, and disburse to appropriate personnel

P-Card Purchases

The Purchasing Card (P-Card) can add value to purchased goods/supplies during emergency conditions. Each cardholder has been trained to know his/her agency’s card limits and what purchases are authorized for payment using their P-Card account. Under extreme situations however, when larger limits and controls are needed to meet emergency circumstances, a pre-designated group of Department and Division Heads will have their dollar limits increased to

expedite purchases. Higher purchasing thresholds may be granted by the Finance Director, and will be granted on a case-by-case basis.

Once the emergency situation has ended, all card limits are to be reset to their original controls.

Records: It is very important that you indicate that a P-card transaction was in response to an emergency. To do so sign on to “Works,” select “Transactions requiring sign-off,” click on the “Allocation” tab, click “Add/Edit” and insert the event code in the window titled “Description.” Be sure to place the event code in front of the description of the item purchased. See the example below:

The screenshot shows the Bank of America Works system interface. A red arrow points from the 'Event Code' label to the 'FLOOD 0709' text in the 'Description' field of the 'Allocation' window. Another red arrow points from the 'Allocation tab' label to the 'Allocation' tab in the 'General' section. A third red arrow points from the 'Add/Edit' label to the 'Add / Edit' button at the bottom of the transaction list.

Event Code

Allocation tab

Add/Edit

Allocation Window:

- Automatic Edit Mode: ☐
- Allocate by: ☒ Amount ☐ Percentage
- Add: 1 line(s) Go
- Description: FLOOD 0709 SAND BAGS - Purchase
- Amount: \$ 149.00
- GL: 1001 123P004
- Tax on transaction: \$ 0.00
- Purchase amount: \$149.00
- Approx. tax rate: 0.00%
- All allocation lines: \$149.00 100%
- Buttons: OK, Cancel

Transaction List:

TXN	Date	Vendor	Card
TXN00015073	09/05/2008	Vendor: SKILLPATH	Card: MARK C TUR

Viewing 1-1 of 1 items. Show 100 per page. Page 1 of 1.

Buttons: Add / Edit, Remove, Copy TXN Data

Remember FEMA expects that all purchases, whether using the P-Card for payment or not, will follow the local (Hartford) purchasing rules and regulations. Failure to follow these procedures may jeopardize federal reimbursement.

Requisitioning Goods And Services In Response To An Emergency.

Financial System is Available: If the MUNIS financial system is available enter emergency requisitions as you would any other requisition with one exception. In the “General Description” field enter the *Event Code* and then a two or three word description of the purchase. An example is provided below:

Event Code

The screenshot shows the 'Requisition File Maintenance' window for 'MUNIS CITY OF HARTFORD - CT'. The 'Main' tab is active. Fields include: Dept/Loc (12304), Fiscal year (2009), Requisition number (11939), General commodity (blank), General description (Flood 0709 - Sand Bag Supply), Status (2 Created), Entered (09/15/2008), and By (TURCM001). The 'Vendor' section has fields for Name, PO mailing, and Remit. The 'Ship to' section includes Procurement Services, City Hall Suite 100, 550 Main Street, Hartford, CT 06103. A table at the bottom shows requisition lines with columns: Line, Qty, Unit Price, Freight, Disc %, Credit, Line Total, and Description. The total amount is 0.00. The status bar at the bottom shows '0 of 0' and 'OVR'.

Financial System is NOT Available: A Provisional Purchase Order (PPO) is available for use when MUNIS is not available for an extended timeframe. It is always best to wait until MUNIS returns to service before a PO is created and sent to the supplier. This, however may not always be an option. The PPO form and instructions are available on-line at: <http://www.hartford.gov/purchasing/Policy.htm>. Procurement Services also maintains hard copies of this form and will distribute it from the EOC as appropriate.

PPOs must be replaced by a PO generated in MUNIS once the financial system has been restored to service. It is the responsibility of the creator of the Provisional PO to replace it with a MUNIS issued PO and to inform the supplier of the replacement PO. The supplier will not be paid if the City is invoiced from a Provisional PO, using the Provisional PO number.

Under development

Catering Purchases

Procurement Services is developing a **Hartford Emergency Supplier Network List** to reference for emergency food supplier and catering needs. These are only references, and your agency must follow any and all orders issued by the Mayor's Office. The list of suppliers will include company name, address, business phone and fax numbers, and their emergency contact names and numbers. NOTE: These emergency contact numbers may be owner's/ employee's personal cell and home phone numbers, which are to be used ONLY during an emergency situation, outside of normal business hours. The link will be listed under Catering on the Procurement Calendar: <http://hm-2k3-appweb01/procal/>. The list will also include vendor's servicing capabilities, areas of service and a brief menu/type of foods that are available.

Risk Management

Claims

To report a claim, please go to _____ for assistance.

Indemnification and Limitation of Liability language should also be included on your bids or quotes where Insurance is required. This language can be found under this link: [http://www.doa.Hartford.gov/Procurement Services/emergyinfo/orm.pdf](http://www.doa.Hartford.gov/Procurement%20Services/emergyinfo/orm.pdf)

Emergency Contacts

Finance:

Procurement Services (860) 757.9610; Fax: (860) 722.6607, Website:
<http://www.hartford.gov/purchasing/Policy.htm>

Risk Management: (860) 757.9607; Fax: (860) 722.6024; Website:
[http://www.hartford.gov/Finance/Risk Management/Riskmanagement.htm](http://www.hartford.gov/Finance/Risk%20Management/Riskmanagement.htm)

Hartford Police Information: (860) 757.4000; their website is:
<http://www.hartford.gov/police/default.htm>

Connecticut Office of Homeland Security & Emergency Preparedness

DEMHS Duty Officer, Pager 860-708-0821, cell NEXTEL 860-250-0543
Thomas F. Gavaghan, Region 3 Coordinator, Pager 860-708-0749, cell 860-250-2548, home
(203) 453-5522 ;
Website: <http://www.ct.gov/demhs>

U.S. Department of Homeland Security <http://www.dhs.gov/dhspublic/> ; Phone (Operator):
(202) 282-8000; or Comment Line: (202) 282-8495

Federal Emergency Management Agency (FEMA) 1-800-621-FEMA (1-800-621-3362);
Website: <http://www.fema.gov>

American Red Cross (Greater Hartford area): (860) 678-2830 or (877) 243.5727; FAX (860)
678-5461. Email: <mailto:chfarmingtonteamresponse@usa.redcross.org> Web site is:
www.charteroak.redcross.org

Website: <http://www.charteroak.redcross.org/>
The National website is: <http://www.redcross.org>

USDA Food & Nutrition Service Food Distribution Programs Phone (Mike St. Romain,
Director): (225) 922-1255; Fax: (225) 925-6012; email: Mike_S@LDAF.state.la.us;
website: <http://www.fns.usda.gov/fdd/programs/fd-disasters/>